



# YOUR SECURITY BADGE

Soon all Laboratory workers will be wearing green badges. Numbers will be used to indicate clearance levels. Be sure you know the clearance level of people in your area, particularly if you handle classified material or documents.



FORMER EMPLOYEES SHOULD NOT KEEP SECURITY BADGES. Badges are government property. They should be turned in to the Badge Office when an individual leaves Laboratory employment.



Never use another employee's badge to enter a Laboratory area. If you have a problem with a badge reader, contact the responsible facility manager or the badge office.



If you forget your badge, return home to get it or go to the Badge Office and get a temporary one. If you lose your badge, report the loss to the Badge Office within 24 hours.